



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## STATE INTERPRETER ADMINISTRATOR

Job Number: 20001071

Job Code: 51060V161016

Job Group: 5100 - ALLIED EDUCATION

Job Established: 04/16/1983

Job Revised: 10/16/2016

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Administers a statewide Interpreter Referral Services program for the deaf. Analyzes state needs regarding interpreter services; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have three years of experience as a professional interpreter.

#### **Substitute EDUCATION for EXPERIENCE:**

Graduate study will substitute for the required experience on a year-for-year basis, not to exceed two years.

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must be certified as an interpreter by the Registry of Interpreters for the Deaf or be certified by the National Association of the Deaf (Level IV or V). <http://www.kbi.ky.gov/> <http://www.nad.org/> Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises the delivery of services provided through the Interpreter Referral Services program. Plans, assigns and evaluates the work of employees. Provides for the orientation and training of employees. Participates in the development of the Interpreter Referral Services guidelines. Compiles and maintains a database of interpreters for the deaf. Maintains documentation on feedback relative to interpreters' performance. Responds to inquiries about interpreter services. Oversees provision of opportunities for interpreters to become certified and oversees the administration of a stipend program. Plans, coordinates and seeks opportunities to partner with others in providing interpreter workshops. Conducts ongoing evaluation of interpreter services and reports results to agency head. Serves as agency interpreter for meetings and other agency needs.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Typical work setting is in an office. Occasional travel may be required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*